



STAFF COMPENSATION UPDATE

MAY 2024



Middlebury

WHAT WE'LL COVER IN THIS UPDATE

X Quick review of approach and resources

X Investment for FY25

X **MARKET** updates

X **SKILL MATRIX** updates

X **DISCRETION** updates

X Timeline



REVIEW OF APPROACH RESOURCES



APPROACH TO STAFF COMPENSATION

Informed by Market

Rates and ranges are based on market

Includes peer institutions, similar jobs, geography

Collaborative

Opportunity for department leadership to weigh in on market data and how roles are benchmarked

Fair & Competitive

Investment to increase starting wages

Competitive for all

Standard & Simple

Easily explainable and applicable to all staff

Career Progression

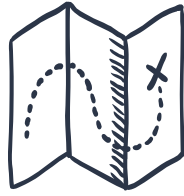
New system not directly tied to annual performance or minor adjustments to role

Focus on development

Repeatable

Something we can use this year AND going forward on an annual basis





ROLE

Role mapped to
market and min/max
range established

Agnostic to
individual



INDIVIDUAL

Skill matrix based on
ownership and
impact drives where
individual falls into
range



DISCRETION

Final layer of
discretion based on
VP/Manager
functional expertise

Guardrails in place

INVESTMENT FOR FY25



BY THE NUMBERS

	\$ Total amount
FY24 total staff salaries	\$67,598,342
Total pool for July 1 increases	\$2,686,948
FY25 total staff salaries	\$70,285,290
ROLE – market increase	\$2,117,569
SKILL MATRIX – individual increases	\$569,378
Total pool for July 1 increases	\$2,686,948

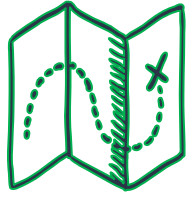


WAYS & MEANS

MARKET VERIFICATION, PROMOTIONS, JOB DESCRIPTION CHANGES

MARKET INCREASES





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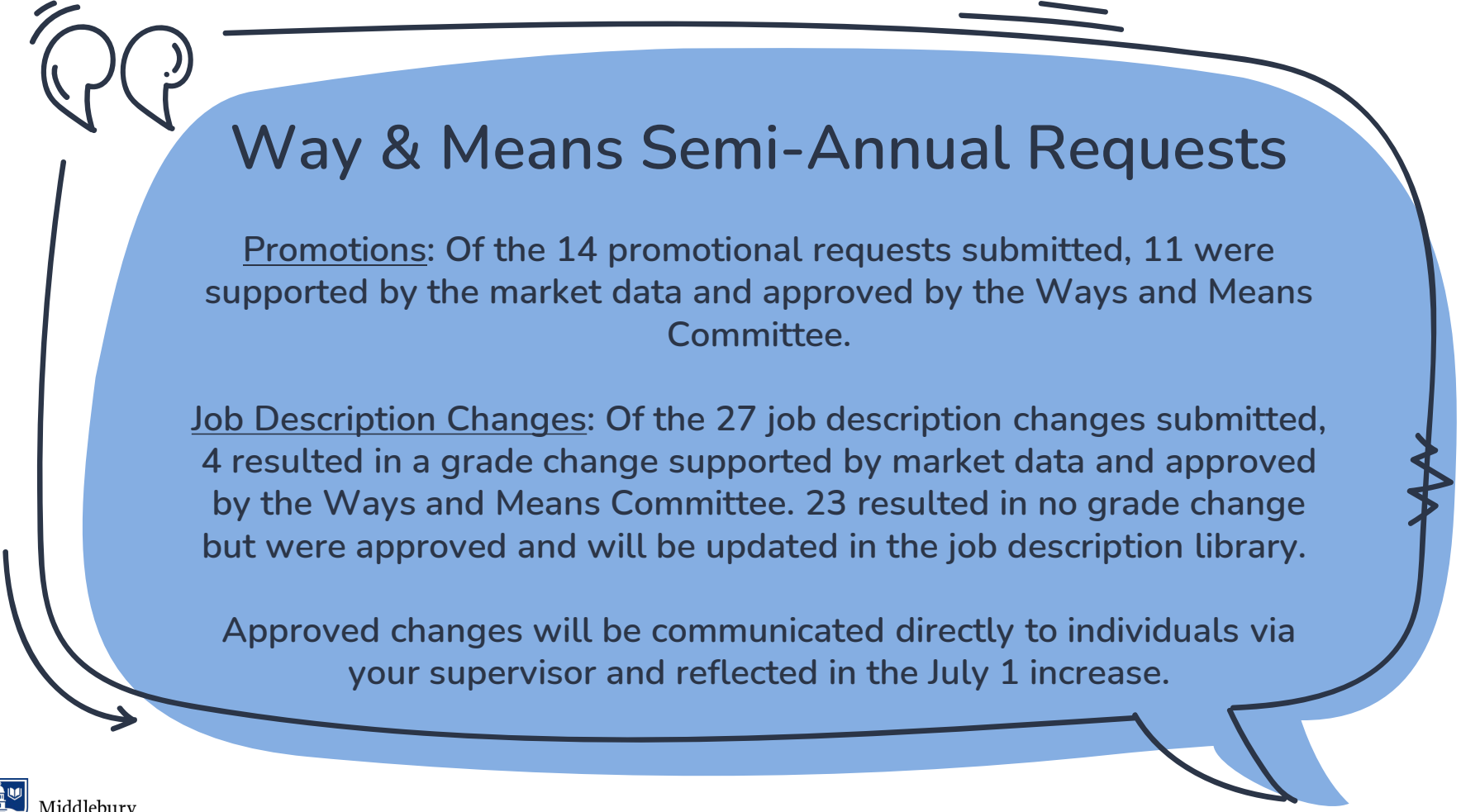


Way & Means Semi-Annual Requests

HR has completed a review of the market and placement of all roles as a part of the annual market review process. This includes specific roles where leaders requested a Market Verification for outstanding questions/issues.

Of the 15 reviews requested 7 changes were supported by the market data and approved by the Ways and Means Committee. Approved changes will be communicated directly to individuals via your supervisor and reflected in the July 1 increase.





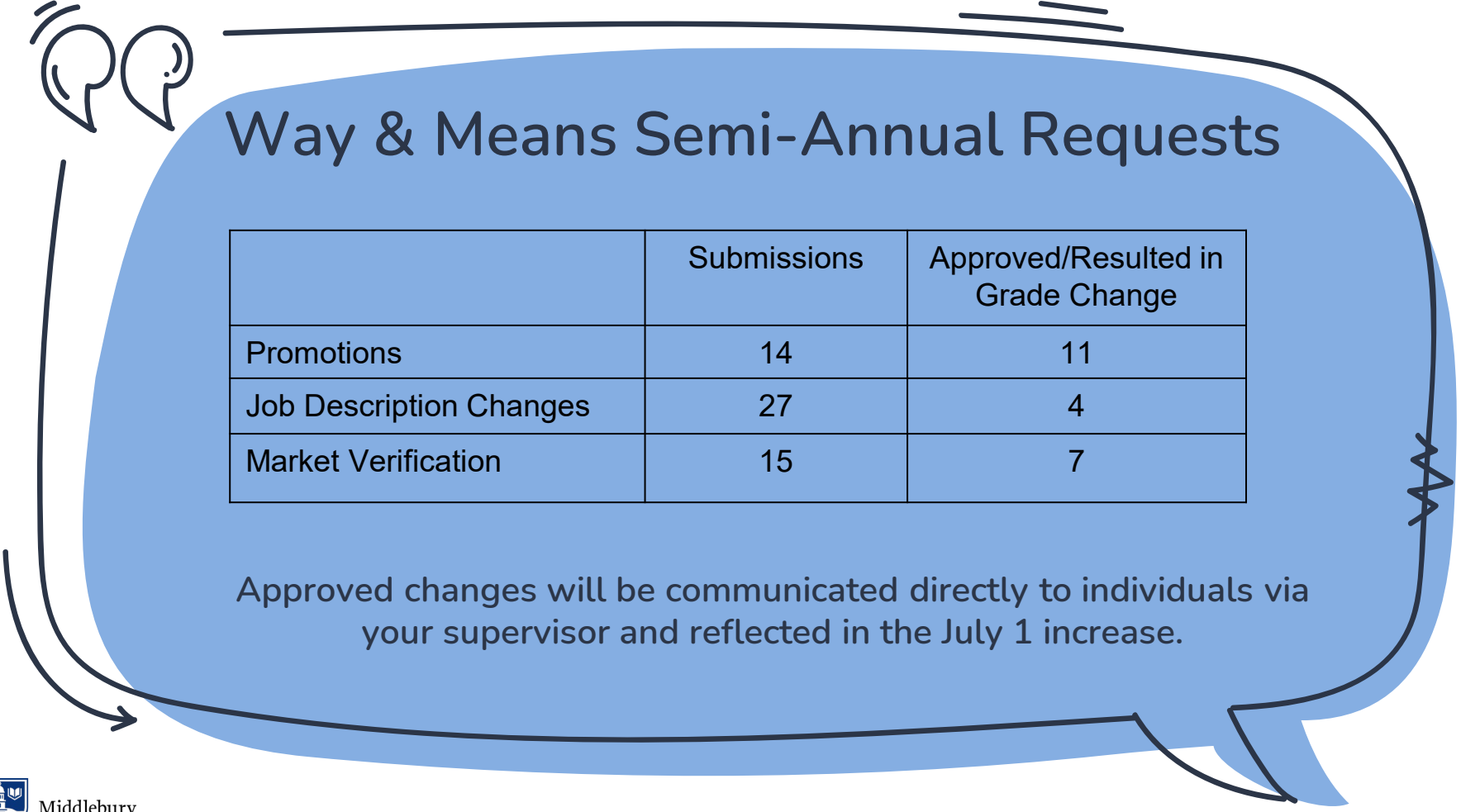
Way & Means Semi-Annual Requests

Promotions: Of the 14 promotional requests submitted, 11 were supported by the market data and approved by the Ways and Means Committee.

Job Description Changes: Of the 27 job description changes submitted, 4 resulted in a grade change supported by market data and approved by the Ways and Means Committee. 23 resulted in no grade change but were approved and will be updated in the job description library.

Approved changes will be communicated directly to individuals via your supervisor and reflected in the July 1 increase.





Way & Means Semi-Annual Requests

	Submissions	Approved/Resulted in Grade Change
Promotions	14	11
Job Description Changes	27	4
Market Verification	15	7

Approved changes will be communicated directly to individuals via your supervisor and reflected in the July 1 increase.



Complete Annual Market Review

Role specific grade changes – This step determines if specific roles have shifted significantly and should be moved from one grade to another. 45 specific roles shifted based on the market this year.

Market increase for all grades and staff in ranges – This step is based on the overall market movement and applies across the board. Individuals in range will receive a market increase to remain aligned with the range movement.

ALL staff within the FY25 grade ranges will receive
3.38% MARKET INCREASE.





Department of Labor Increase to Minimum Salary Threshold

As of July 1, 2024, the minimum salary an employee must earn to be salaried is \$43,888 annually (\$844 weekly). 27 specific roles have shifted one grade to remain exempt from overtime and compliant with Department of Labor regulations.





As the market changes, we are able to bring staff that were over the max back into range.

Staff over grade maximum:

July 1, 2022: 72

July 1, 2023: 45

July 1, 2024: 23



Middlebury Staff Pay Ranges - FY25

Note: all final hourly rates will be rounded to the nearest hundredth and salaries will be rounded to the nearest dollar.

Vermont Hourly Rates			
Grade	Minimum	Mid-Point	Maximum
13	\$87.81	\$111.96	\$136.11
12	\$73.15	\$93.27	\$113.38
11	\$60.95	\$77.73	\$94.50
10	\$50.77	\$64.74	\$78.70
9	\$42.33	\$54.00	\$65.65
8	\$35.97	\$44.96	\$53.96
7	\$31.27	\$39.10	\$46.91
6	\$27.21	\$34.02	\$40.85
5	\$23.66	\$29.58	\$35.49
4	\$20.57	\$25.72	\$30.87
3	\$19.26	\$23.59	\$27.92
2	\$18.19	\$22.28	\$26.37
1	\$18.19	\$22.28	\$26.37

Vermont Annual Salaries (based on 2,080 hours per year)			
Grade	Minimum	Mid-Point	Maximum
13	\$182,645	\$232,877	\$283,109
12	\$152,152	\$194,002	\$235,830
11	\$126,776	\$161,678	\$196,560
10	\$105,602	\$134,659	\$163,696
9	\$88,046	\$112,320	\$136,552
8	\$74,818	\$93,517	\$112,237
7	\$65,042	\$81,328	\$97,573
6	\$56,597	\$70,762	\$84,968
5	\$49,213	\$61,526	\$73,819
4	\$42,786	\$53,498	\$64,210
3	\$40,061	\$49,067	\$58,074
2	\$37,835	\$46,342	\$54,850
1	\$37,835	\$46,342	\$54,850

Vermont Annual Salaries (based on 2,015 hours per year)			
Grade	Minimum	Mid-Point	Maximum
13	\$176,937	\$225,599	\$274,262
12	\$147,397	\$187,939	\$228,461
11	\$122,814	\$156,626	\$190,418
10	\$102,302	\$130,451	\$158,581
9	\$85,295	\$108,810	\$132,285
8	\$72,480	\$90,594	\$108,729
7	\$63,009	\$78,787	\$94,524
6	\$54,828	\$68,550	\$82,313
5	\$47,675	\$59,604	\$71,512
4	\$41,449	\$51,826	\$62,203
3	\$38,809	\$47,534	\$56,259
2	\$36,653	\$44,894	\$53,136
1	\$36,653	\$44,894	\$53,136

California Hourly Rates			
Grade	Minimum	Mid-Point	Maximum
13C	\$100.98	\$128.76	\$156.53
12C	\$84.13	\$107.26	\$130.37
11C	\$70.10	\$89.39	\$108.67
10C	\$58.39	\$74.45	\$90.51
9C	\$48.69	\$62.09	\$75.49
8C	\$41.35	\$51.70	\$62.05
7C	\$35.97	\$44.96	\$53.96
6C	\$31.28	\$39.13	\$46.98
5C	\$27.22	\$34.02	\$40.82
4C	\$23.65	\$29.58	\$35.50
3C	\$22.14	\$27.14	\$32.12
2C	\$20.91	\$25.63	\$30.33
1C	\$20.91	\$25.63	\$30.33

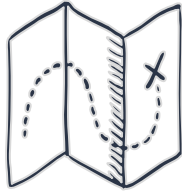
California Annual Salaries (based on 1,950 hours per year)			
Grade	Minimum	Mid-Point	Maximum
13C	\$196,911	\$251,082	\$305,234
12C	\$164,054	\$209,157	\$254,222
11C	\$136,695	\$174,311	\$211,907
10C	\$113,861	\$145,178	\$176,495
9C	\$94,946	\$121,076	\$147,206
8C	\$80,633	\$100,815	\$120,998
7C	\$70,142	\$87,672	\$105,222
6C	\$60,996	\$76,304	\$91,611
5C	\$53,079	\$66,339	\$79,599
4C	\$46,118	\$57,681	\$69,225
3C	\$43,173	\$52,923	\$62,634
2C	\$40,775	\$49,979	\$59,144
1C	\$40,775	\$49,979	\$59,144

5/9/2024



SKILL MATRIX UPDATES





ROLE

Role mapped to
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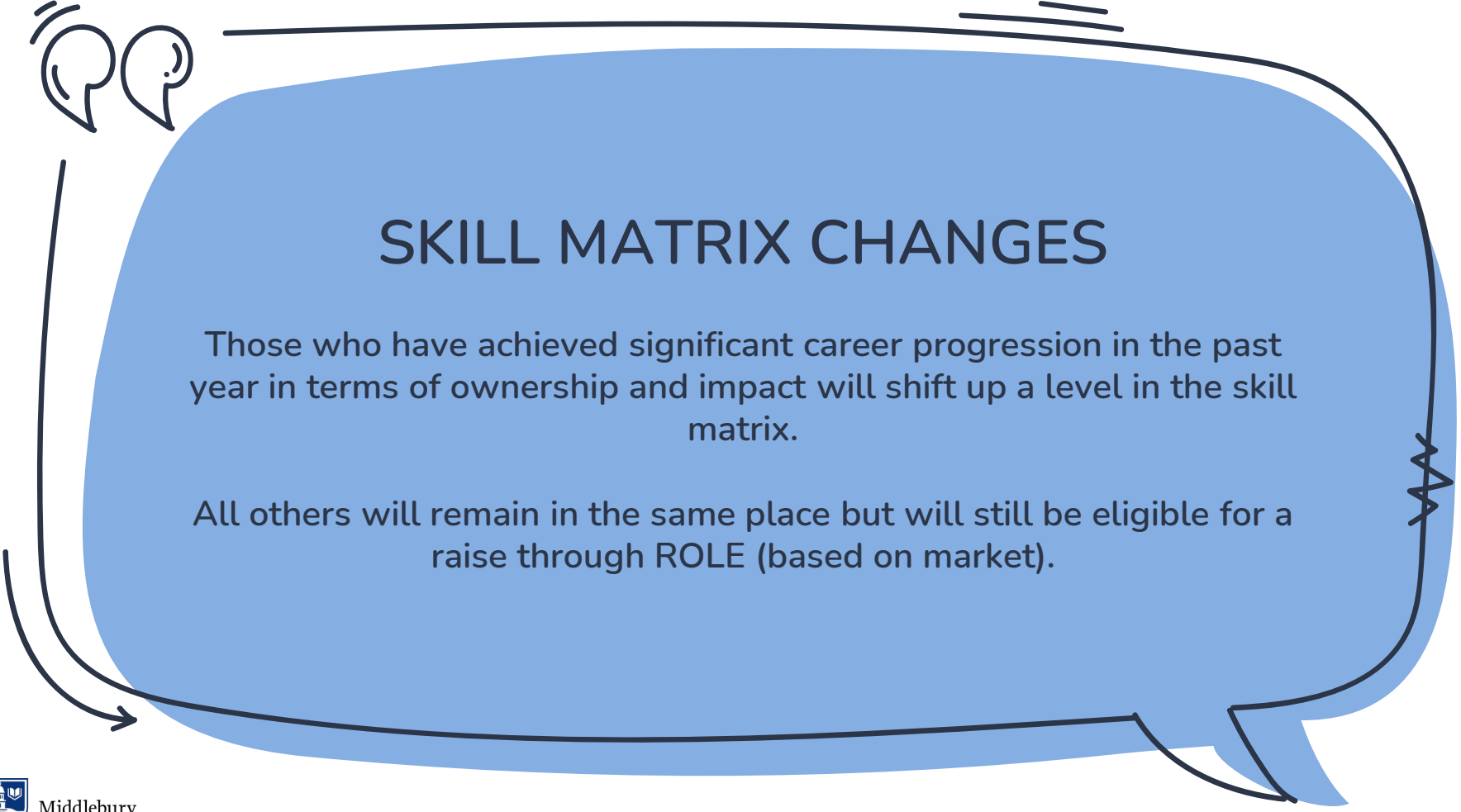
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SKILL MATRIX CHANGES

Those who have achieved significant career progression in the past year in terms of ownership and impact will shift up a level in the skill matrix.

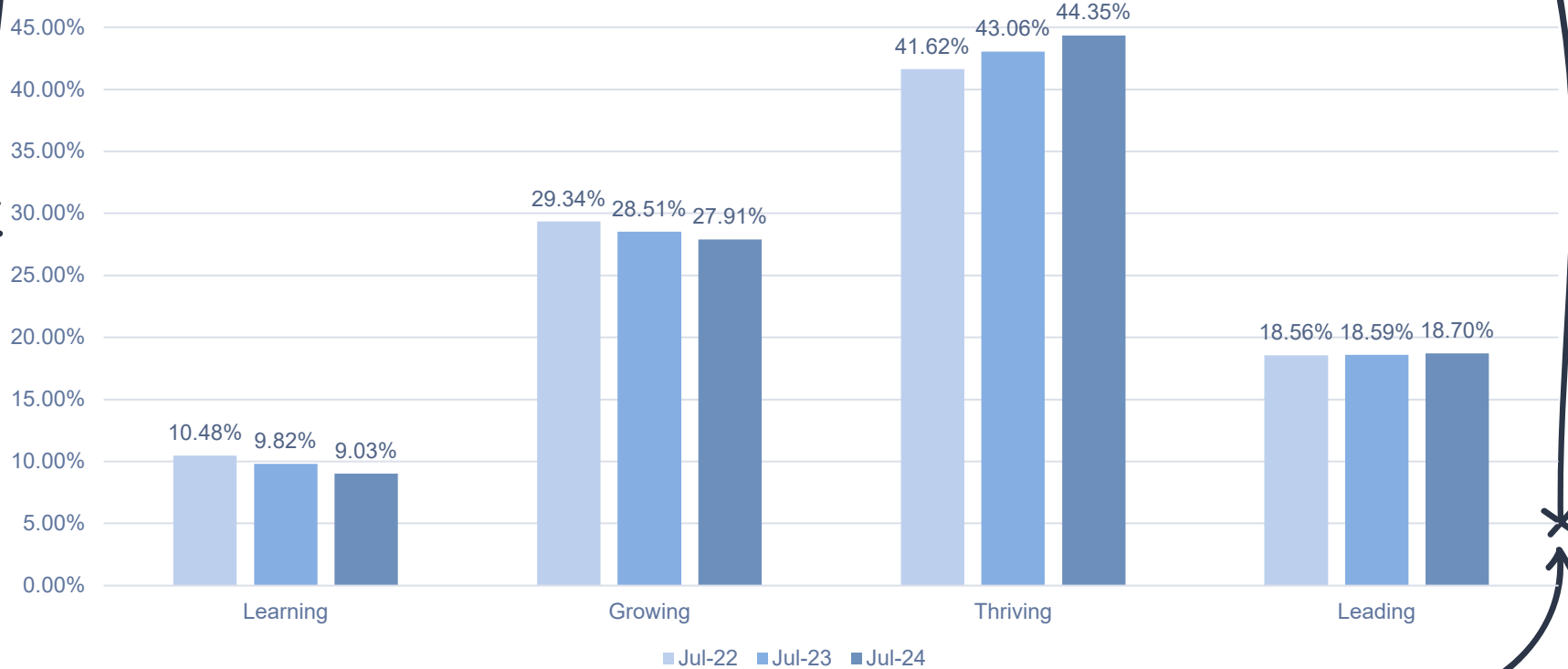
All others will remain in the same place but will still be eligible for a raise through ROLE (based on market).

12.7%

OF POPULATION WILL SHIFT
THIS YEAR

- X This year, 12.7% of the staff population will shift in their skill matrix, recognizing significant career progression for those individuals
- X We expect roughly 10% of staff will shift in career progression and therefore skill matrix placement each year
- X The goal of skill matrix placement is to reflect reality
- X Earlier this spring we had supervisor and employee training sessions focused on skill matrix placement with the goal of increased alignment and understanding
- X Unfortunately, we were not able to shift *Leading* placement in the Skill Matrix from 60% to 75% into range

Skill Matrix Distribution



DISCRETION UPDATES





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DISCRETION

- X Our priorities were to:
 - Keep wages and ranges competitive with market to support current employees and remain competitive for recruitment.
 - Acknowledge and reward career progression with skill matrix increases.
- X The FY25 budget could not provide resources beyond these priorities, so we were not able to fund discretion this year.
- X Discretion continues to be an important part of our overall compensation program and we aim to fund it in future years.
- X Total overall staff compensation increase of 4% for FY25. All staff will receive a 3.38% if within range for their role, some staff may receive above 3.38% if they fall within another category (skill assessment or grade change).



TIMELINE



WHAT TO EXPECT IN THE NEXT FEW WEEKS

- X **May 24:** All FY25 compensation finalized. Managers will receive final FY25 compensation details for their direct reports and will be able to share and discuss directly with staff. Skill Matrix changes should be communicated at this time.
- X **June 12-14:** Employee letters sent
- X **July 1:** Effective date of new pay rates, will be reflected in July 12 paychecks (please note that July 1 is mid-way through the pay period so the new rate will only apply for time worked from July 1st forward, which is roughly half the pay period)



MORE DETAILS

EXPLORE OUR FRAMEWORK.

Take a deeper dive into each step of our compensation program.

Role

Each role is placed into a grade based on market benchmarking and internal review. This sets the min/max range for a role.

Individual

The skill matrix is a tool to place individuals into the range based on career progression.

Discretion

When funds are available, department leadership can distribute supplemental increases.

To learn more about how this program was developed, you can see materials that were shared with our community leading up to the rollout [here](#).

Visit the [Staff Compensation](#) section of the HR website for more information including ranges, skill matrix tables, previous presentations and FAQs.

